



# CITY OF HOUSTON

## Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	Senior Public Health Dentist
3	Posting Number	PN# 111194
4	Department	Health & Human Services Department
5	Division	Neighborhood Services
6	Section	Dental
7	Reporting Location	8000 N. Stadium, 3 <sup>rd</sup> Floor*
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
*Subject to change		
9	<b><u>DESCRIPTION OF DUTIES</u></b> Supervises the development, implementation, evaluation and coordination of dental programs at an assigned health clinic; performs professional dental services.  <b><u>CORE FUNCTIONS</u></b> <ul style="list-style-type: none"><li>➤ Supervises the day-to-day operations of the assigned dental clinic(s), including responsibility for personnel, supplies and equipment, dental laboratory, and policies/procedures.</li><li>➤ Provides professional chair-side dental procedures and advises patients on preventive, restorative, and surgical dental care.</li><li>➤ Participates in community outreach programs, health fairs, and other dental health programs.</li><li>➤ Evaluates and recommends improvement and/or changes in operational and administrative procedures, supplies and equipment that would enhance patient care.</li><li>➤ Collects, reports, and evaluates utilization data; assures quality of services rendered.</li><li>➤ May be required to work at more than one clinic location.</li></ul> <b><u>WORKING CONDITIONS</u></b> Requires the ability to make closely coordinated eye/hand movements with very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands.  <b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Requires a Doctoral degree in Dentistry from an accredited dental school.  <b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Two years of experience in chair-side dentistry within the past five years are required. Experience in administration/management is preferred.  <b><u>MINIMUM LICENSE REQUIREMENTS</u></b> A valid license to practice dentistry in the State of Texas and a current annual registration certificate are required.  <b><u>PREFERENCES</u></b> <ul style="list-style-type: none"><li>➤ Preference will be given to candidates with bilingual (English/Spanish) skills.</li><li>➤ May be required to provide professional chair-side services at dental clinics of need with little or no advance notice.</li></ul> <b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> None  <b><u>SAFETY IMPACT POSITION</u></b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.  <b><u>SALARY INFORMATION</u></b> <b>GENERAL FUND POSITION</b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: Salary Range - Pay Grade 28 \$1,777 - \$2,481 Biweekly      \$46,202 - \$64,506 Annually  <b><u>OPENING DATE</u></b> June 14, 2006  <b><u>CLOSING DATE</u></b> OPEN UNTIL FILLED  <b><u>APPLICATION PROCEDURES</u></b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 <sup>st</sup> Floor. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b> TDD Phone Number (713) 837-9496. An equal opportunity employer	